



Merchant Taylors'
School

**Merchant Taylors' School,
Liverpool**

Appointment of

Part-time Receptionist Term Time Only

Candidate Brief and
Information for Applicants

Merchant Taylors' School
Liverpool Road
Crosby
Liverpool
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www.merchanttaylors.com

About Merchant Taylors' School

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

Stanfield Preparatory School - Coeducational Reception to Year 6

Merchant Taylors' Boys' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Merchant Taylors' Girls' School – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment. Learn more about us and why we are proud to be investing in potential by viewing our 5-year strategy 2022- 2027:

<https://www.merchanttaylors.com/strategy/>

The Diamond Model of Learning

Over the course of the next five years, we will move fully into a diamond learning model of education, led by an Executive Head. This structure means boys and girls are educated together from Reception to Year 6 and come together again in Sixth Form (Lower Sixth and Upper Sixth). From Year 7 to Year 11, they are taught in single-sex senior schools.

Stanfield Preparatory School, Merchant Taylors' is a happy, friendly school where young minds are encouraged to explore and be inquisitive, unafraid to make and learn from mistakes. Our contemporary facilities, excellent teaching staff and smaller class sizes allow us to bring the very best out of every girl and boy. A wide-ranging programme of enrichment and extra-curricular activities helps to bring out the very best in every child, all delivered in contemporary, vibrant learning environment.

Merchant Taylors' Boys' School (Year 7-11): at Merchant Taylors' Boys' School, we aim to develop well-educated, well-rounded and caring young men who will play a significant role in society. Each of our boys is academically able and we seek to nurture in them a spirit of inquiry and curiosity which will see them explore their chosen interests, whatever those may be. They are guided by committed, enthusiastic and inspiring teachers who have strong subject specialist knowledge – a key factor in developing students to their fullest extent.

Merchant Taylors' Girls' School (Year 7-11): at Merchant Taylors' Girls' School, we encourage our girls to achieve excellence together in a caring and dynamic learning environment. We are proud of our record of academic attainment, but we remain focused on the wellbeing and

individual needs of each and every girl in our care, helping them to expand their horizons and understand just how incredible they can be. Girls are encouraged to be ambitious, to develop at a pace that is right for their own talents and needs.

Merchant Taylors' Sixth Form (Boys & Girls): Our Sixth Form model already involves a blend of single sex and co-educational experience for our A' Level students - this will continue and expand towards the Sixth Form becoming fully coeducational by September 2024.

The Post

We are seeking to appoint a part-time receptionist for support in a busy school environment. The reception area is the the first point of contact to pupils and visitors and therefore is a particularly busy part of the school. A combination of patience, organisation and working in a fast-paced environment is required. Previous experience of working in a school is an advantage although not essential. The position will see the successful applicant delivering the following key responsibilities;

- Provide a first-class reception service and represent the school as the first point of contact
- Undertake administrative duties as necessary such as attendance records, contacting parents to follow up on child absences and keeping accurate records.
- Undertake these duties with a high level of care and attention to detail
- Open the post, daily, with regard for the highest levels of discretion and confidentiality
- Ensure all outgoing post is franked and held securely until collected
- Monitor the main entrance to the school building to ensure no children leave the school unattended
- Have regard for child wellbeing and safety, checking on children who are feeling unwell and provide basic first aid
- Keep up to date records on parents' contact details and contact them on school related matters as necessary
- Ensure all parents, visitors and staff from other school sites are signed in and out for health, safety and safeguarding reasons
- Ensure appropriate lanyards are issued to visitors and contractors for safeguarding purposes
- Accept deliveries and ensure they are collected by caretaking staff
- To be an ambassador for Merchant Taylor's School; representing the School with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylor's School, and be able to relate these to the wider community when required/asked
- To assist with Open Days and other events where applicable and as directed by line manager
- To provide reception cover across all 3 school sites as required

Safeguarding Responsibilities

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood

- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

General

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post-holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

Personal Specification

Part-time Receptionist		
Criteria	Essential	Desirable
Qualifications		
Educated to GCSE level	✓	
Skills and experience		
<ul style="list-style-type: none"> • Skilled at working with the public at all levels • Skilled at working with children and understanding their needs • Skilled at handling people with diplomacy, warmth and professionalism • Skilled in organising time and workload • Skilled in using IT 	✓ ✓ ✓ ✓ ✓	
Personal Attributes		
<ul style="list-style-type: none"> • Skilled at talking to people with respect, care and courtesy in person and on the telephone • Highly organised with strong attention to detail • Ability to work on own initiative without supervision • Keeping motivated with an enthusiastic style • Flexible and adaptable to change • Ability to apply the information, instruction, training and development provided 	✓ ✓ ✓ ✓ ✓	 ✓

Terms and Conditions

The successful post holder's hours per week are to be agreed. The position is part time and the hours and days of work are also to be agreed.

The role is permanent and subject to a 6-month probationary period.

Benefits

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' administrative pension scheme
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- Free lunch and refreshments during the school day
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Applications and Deadline

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this rewarding role please go to www.merchanttaylor.com/join-our-team/support-staff-vacancies

Candidates should submit an application form via email to recruitment@merchanttaylor.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date Friday 16th June 2023 at midday.